

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title: Lori Lundberg, CM Supervisor
	Organizational Unit: DDP		Organizational Unit: DDP
	Address: Helena Central Office		Address: Region V, Missoula

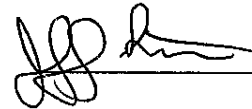
1. TYPE OF REQUEST: Written

2. STATEMENT OF QUESTION OR ISSUE: When the PSP was developed, the signature form was changed from an "agree or disagree with the plan" form to a page you signed if you attended the meeting; agreed to respect the confidential nature of the meeting; and agreed to accept your responsibilities assigned under the plan. There is nothing in PSP policy that states a guardian must sign the form. It states that each member of the team will receive a copy of the plan, and outlines the team members (person, DDP representative, provider representative and guardian, if one has been appointed by the court). While I understand the fact that a guardian needs to have a copy of the plan sent to him/her within the PSP timelines, I don't see anywhere in policy that they need to sign the attendance form. There are guardians who live out of state and do not return the signature page because they did not attend the meeting and they don't have any assigned duties under the plan. One of our case managers has received a QAOS from the recent QA review for not having the guardian's signature on the form. The Q felt that it was "implied" that the signature should be on the form and therefore the plan of care was not "approved" by the guardian. The guardian does not have to approve the plan. I find it difficult to respond to something that is implied and not actually written in the policy. So, the question is.....is it a requirement for the guardian to sign the PSP signature form when they were not at the meeting?

References:

3. ANSWER: The Personal Support Plan Signature Page was intended to document the names of those individuals who attended the meeting. It was not intended to represent approval of the document by the attendees. Only the Case Manager's signature signifies Department approval of the plan.

Approved and Issued by: .



(Program Director)

Date: 6-17-11

References:

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